

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING REGULATION NO. 25-6

16 July 1962

SUBJECT : Students Notes

RESCISSION : OTR Regulation No. 25-6, dated 6 December 1954

1. GENERAL

This regulation establishes procedures and assigns responsibilities for the release and disposition of notes taken by students in courses conducted by the Office of Training. Notes will be released to students with the provision that the notes will be classified as required and will be used in accordance with the Agency's security regulations.

2. RESPONSIBILITIES AND PROCEDURES

- a. Upon completion of a course, a student who wishes to retain his notes will submit a completed Disposition of Class Notes form (See Attachment) to the Chief Instructor, who will be responsible for releasing and transmitting the notes to the student. Notes not to be retained by students will be destroyed at the direction of the Chief Instructor.
- b. Notes taken in courses conducted [redacted] away from Headquarters, and which are to be released to a student, will be transmitted to the student by way of OTR Headquarters mail facilities.
- c. Release of notes to a student will be indicated in the "Remarks" section of the final class roster which is returned to, and retained by the Registrar.

25X1

25X1

MATTHEW BAIRD  
Director of Training

Distribution:

CTR - Key 1 B

GROUP I  
Excluded from automatic  
downgrading and  
declassification

C-O-N-F-I-D-E-N-T-I-A-L

(Classify as Required)

OTR Regulation No. 25-6

ATTACHMENT

DISPOSITION OF CLASS NOTES

I wish to retain the notes taken by me in the

Course.

(Title and Number)

I certify that these notes will be used in accordance with  
the Agency's security regulations.

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Classify as Required)